
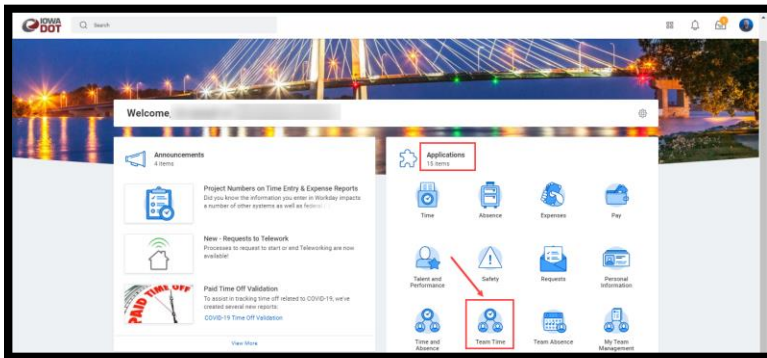


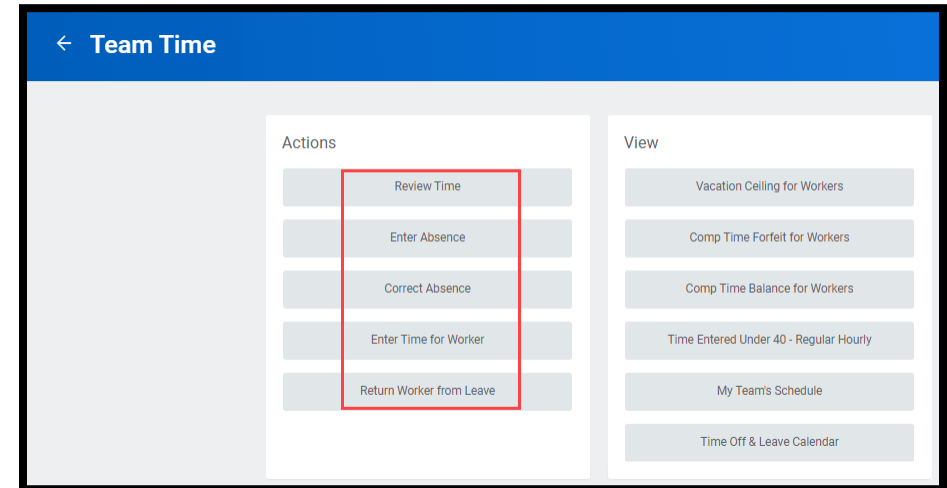
USING THE TEAM TIME WORKLET

Team Time is an application that will help you manage your team's time – e.g., correct absence, enter absence, or enter time. You can either click on the **Team Time** icon in the **Applications** section found on the right side of your Home page or type the action you want to take in the **Search** bar. Shown below are the steps to follow when using the worklet

1. From your **Home** page, click the **Team Time** icon  in the **Applications** section



2. Under the **Actions** column, select the action you want to take



Note: The next five pages provide more details on how to complete each **Action**.

[Review Time](#)

[Enter Absence](#)

[Correct Absence](#)

[Enter Time for Worker](#)

[Return Worker from Leave](#)

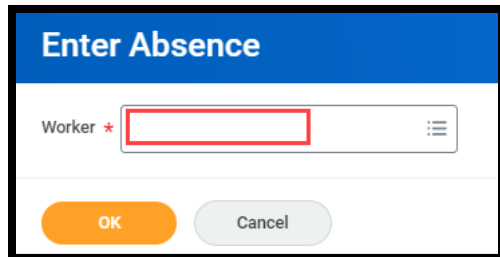
REVIEW TIME

This action allows you to review and approve time for an individual employee or all employees at once. For specific instructions, please see the [Review Time](#) job aid.


ENTER ABSENCE

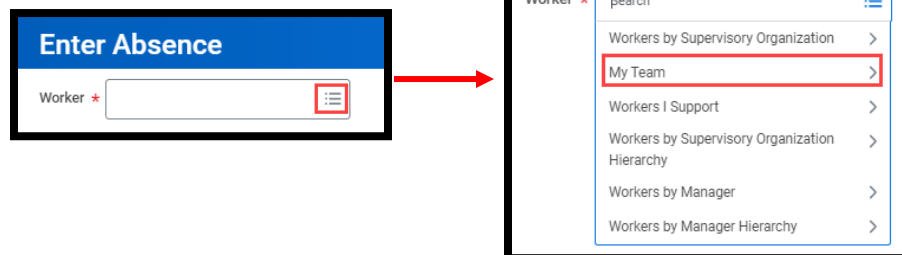
This action allows you to enter absences for member on your team.


1. Click **Enter Absence** under the Actions column
2. Select option **a** or **b** below
 - a. Type the name of the worker in the box

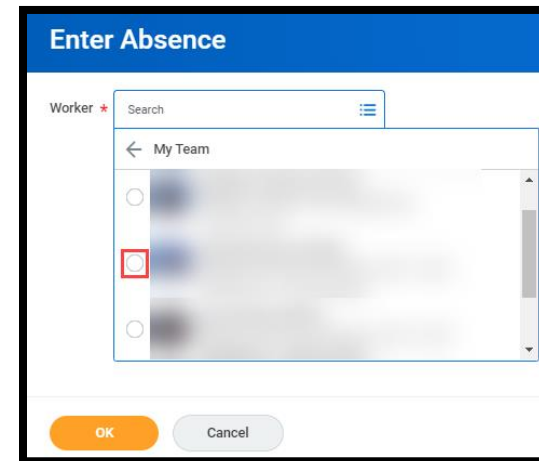


OR

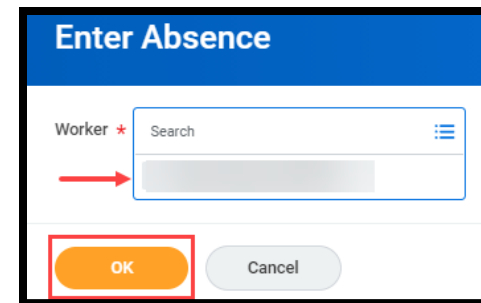
- b. Click on the menu icon  and then click the **My Team** option to get a list of your employees



3. Scroll through the list and click in the radio button  next to the employee's name you want



4. When the employee's name is displayed, click 




5. Select the day(s) the employee was absent in the employee's **Absence Calendar** and create the absence. For specific instructions entering an absence for a direct report, please see the page 2, beginning with Step 4 of the [Manage Team's Absences](#) job aid.

CORRECT ABSENCE


This action allows you to correct previously approved absences for members of your team.

1. Click **Correct Absence** under the Actions column
2. Select option **a** or **b** below
 - a. Type the name of the worker in the box

OR

- b. Click on the menu icon  and then click the **My Team** option to get a list of your employees

3. Scroll through the list and click in the radio button ☐ next to the employee's name you want

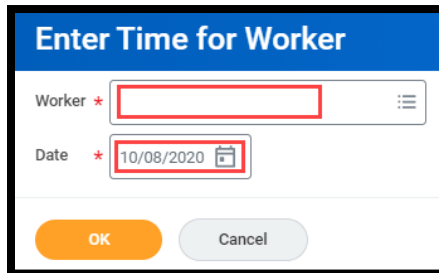
4. When the employee's name is displayed, click 

5. Select the day(s) to correct in the employee's **Absence Calendar**. For specific instructions correcting an approved absence for a direct report, please see the page 3, beginning with Step 4 of the [Manage Team's Absences](#) job aid


ENTER TIME FOR WORKER

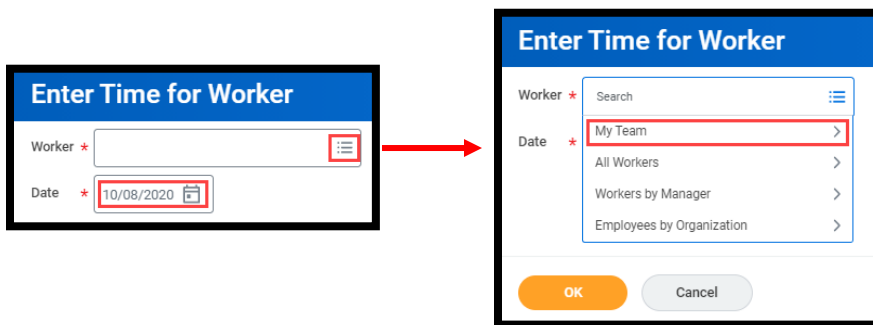
This action allows you to enter time on the time sheet for members of your team.

1. Click **Enter Time for Worker** under the Actions column
2. Select option **a** or **b** below
 - a. Type the name of the worker in the box




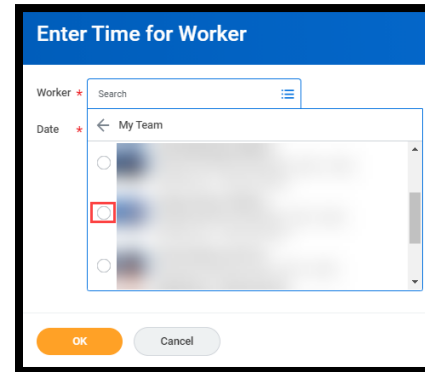
OR

- b. Click on the menu icon  and then click the **My Team** option to get a list of your employees



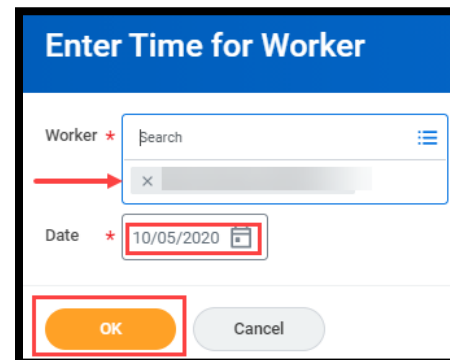
Note: If you select **All Workers**, your list will contain all terminated and retired workers as well as all current, active workers. **Workers by Manager** and **Employees by Organization** are typically used when a manager's manager is completing the task.

3. **Date** defaults to current date, change to the date you want to enter the time for
4. Scroll through the list and click in the radio button  next to the employee's name you want



5. When the employee's name is displayed, click

OK



6. Select the day(s) to enter time for the employee. For specific instructions on entering time for a direct report, please see the [Track your Time](#) job aid

RETURN WORKER FROM LEAVE

This action allows you to return team members from leave.



Note: No names will appear in the selection list if no members of your team are on leave.

1. Click **Return Worker from Leave** under the Actions column

2. Select option **a** or **b** below

- a. Type the name of the worker in the box

OR

- b. Click on the menu icon and then click the **My Team** option to get a list of your employees

3. Click in the radio button ☐ next to the employee's name you want
4. When the employee's name is displayed, click **OK**

5. Complete the **Dates** on the form and attach the **Return to Work** form from employee before clicking **Submit**. For additional assistance, please contact your HR Partner or see the [Absence – Return Worker from Leave of Absence](#) job aid.



Note: The request will route to the HR Partner, 2nd level HR Partner, and possibly to DAS for approval before the task shows as complete.

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	FMLA - Self (Unpaid) (06/17/2020)	06/17/2020	09/06/2020	